



**DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH PROFESSIONAL LICENSING ADMINISTRATION  
BOARD OF PSYCHOLOGY**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

**BY EXAMINATION**

Checklist of Supporting  
Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Documents
- ☐ 3 Character Reference
- ☐ Verification of Supervised Employment (Ps Form 02)
- ☐ The Examination for Professional Practice of Psychology (EPPP) may be taken as soon as the candidate's application is approved by the Board as having fulfilled the educational requirements for licensure including predoctoral internship. The EPPP may be taken at any time during the postdoctoral experience years. After this exam is passed, the candidate may then sit for the District of Columbia Jurisprudence Examination. Only after the candidate has satisfied all requirements may a license be issued.
- ☐ Notification of Supervised Practice Form - Ps Form 04 - 4000 hrs \* Required only for applicants who plan on working in the District of Columbia while the application is being processed.
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ Official transcript, with seal, from your college or university.
- ☐ \$247 for Application and License Fee

**BY RE-EXAM**

Checklist of Supporting  
Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Documents
- ☐ 3 Character References
- ☐ Supervised Practice in Psychology Form, Ps Form 04 - 4000 hrs \* Required only for applicants who plan on working in the District of Columbia while the application is being processed.
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ Official transcript, with seal, from your college or university.
- ☐ \$91 for Application and License Fee



**DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH PROFESSIONAL LICENSING ADMINISTRATION  
BOARD OF PSYCHOLOGY**

**BY ENDORSEMENT**

Checklist of Supporting  
Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Documents
- ☐ Letter of Certification of State Licensure - From Each State of Licensure where you hold a license regardless of active or inactive status. (PS Form 03)
- ☐ EPPP Scores - \*The ABPP or the National Register Listing or CPQ can be used in lieu of the Transcript, Test Score and 4000 hours (Form 02)
- ☐ Official transcript, with seal, from your college or university. - \*The ABPP or the National Register Listing or CPQ can be used in lieu of the Transcript, Test Score and 4000 hours (Form 02)
- ☐ Nature Practice Statement is required only for applicants who have been licensed in another jurisdiction for two (2) or more years. (use PS Form 02)
- ☐ 3 Character Ref
- ☐ Verification of Supervised Employment (Ps Form 02)
- ☐ Cert. Of State Lic. Ps Form 03
- ☐ Notification of Supervised Practice in Psychology Form Ps Form 04 - 4000 hrs \*Required only for applicants who plan on working in the District of Columbia while the application is being processed.
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$247 for Application and License Fee

**RE-ENDORSEMENT**

Checklist of Supporting  
Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Name Change Documents
- ☐ EPPP Scores - \*The ABPP or the National Register Listing or CPQ can be used in lieu of the Transcript, Test Score and 4000 hours (Form 02)
- ☐ Letter of Certification of State Licensure - From Each State of Licensure where you hold a license regardless of active or inactive status. (PS Form 03)
- ☐ 3 Character References
- ☐ Official transcript, with seal, from your college or university. - \*The ABPP or the National Register Listing or CPQ can be used in lieu of the Transcript, Test Score and 4000 hours (Form 02)
- ☐ Notification of Supervised Practice in Psychology Form Ps Form 04 - 4000 hrs \*Required only for applicants who plan on working in the District of Columbia while the application is being processed.
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$91 for Application and License Fee

**PSYCHOLOGY**  
**ADDITIONAL NOTES**

**OFFICIAL TRANSCRIPT / EXAM SCORE**

- The ABPP Diploma or the National Register Listing or CPQ can be used in lieu of the Transcript and exam score.

**NATURE OF PRACTICE STATEMENT**

- Required only for applicants who have been license in another Jurisdiction for 2 or more years.

**VERIFICATION OF SUPERVISED EMPLOYMENT**

- Required for unlicensed applicants and applicants who have been licensed in another jurisdiction for fewer than 2 years.